



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 2/23/81	238 State Capitol Atlanta, Georgia 30334	Insurance Commissioner 238 State Capitol Atlanta, Georgia 30334	Application Number 81-144	
Application Number			Date Received FEB 25 1981	Date Completed MAR 3 1981
2. Person to Contact Louise Winkles - Room 241		Working Title Clerk Administrative	Telephone Number 656-2074	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1965 Latest Present		5. Records Series Title (followed by title used in office, if different) <u>RECEIPT & CORRESPONDENCE</u> Insurance Company Security Deposit Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Comptroller General is responsible for regulating insurance companies and for administering insurance related laws; supervising and licensing loan companies making loans of \$2,500 or less; enforcing the State's Fire Safety Laws and Mobile Home Sales Regulations. The Insurance Division supervises insurance companies and agents, collects premium taxes, examines policy forms and policy rates, and administers insurance related laws. The Division also licenses agents and companies and investigates consumer complaints. The Regulatory Laws Division administers insurance related laws, appraises annual statements from companies to determine financial stability & compliance with laws and regulations. This Division also handles security deposits, substitutions & additional security deposits for companies licensed to do business in Georgia. Also, collects bond fees on security deposits.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Security Deposits, Substitutions and addition 1 deposits. Bond fees. Included are: Letters, Official Receipts-GID-6A; Power to Sell and Assign Securities, GID-5 & GID-6C; Resolution, GID-6; Verifications, GID-6B. Correspondence regarding bond fee payments. Correspondence File is arranged: Alphabetically by companies				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>rarely</u> ; twenty-five months and older <u>rarely</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 20 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Need for administrative reasons for determining amounts of bonds filed and reasons for additions, deletions or changes.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Cut off files at end of each year ending in 0 and 5; then transfer to State Records Center, hold 20 years; then destroy.

0-5 years

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ralph H. Long</i>	2-23-81	<i>Fred Anderson</i>	2-23-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hart</i>	3-2-81
		<i>Att Shree</i>	3-3-81
		State Auditor/Designee	
		Secretary of State/Designee	
		Attorney General/Designee	